

CoAlt: English Language Arts and Mathematics (DLM)

Guidelines for transferring students who started testing

The following Educator Portal processes are used when a student moves to a new school after he/she begins testing.

Highly Recommended			
Student Moves	Who's Responsible	Highly Recommended Process to Use	End Result
To new school within same district	Anybody with permissions to exit or enroll a student	"Transfer process" in the Educator Portal User Interface	Already completed testlets from sending school move with the student when rostered. The Test Progress column is updated. Testing continues seamlessly.
To a new school in a different district	Anybody with permissions to exit or enroll a student	Sending districts/school exits the student. Receiving district/school uploads the student using the Enrollment File Template.	Already completed testlets from sending district/school move with the student when rostered. The Test Progress column is updated. Testing continues seamlessly.

Alternate Process			
Student Moves	Who's Responsible	Alternate Process to Use	End Result
To a new school in a different district	SEA has the ability to transfer anywhere in the state.	<p>"Transfer process" in the User Interface</p> <div style="border: 1px solid black; background-color: yellow; padding: 10px; text-align: center;"> <p>STOP: Submit Transfer form in Syncplicity</p> <p>An email from <u>both</u> the sending and receiving DAC indicating that it is permissible for CDE to move the student must be sent to Arti Sachdeva or Jasmine Carey.</p> <p><u>DO NOT</u> email student Personally Identifiable Information (PII).</p> </div>	Already completed testlets from sending district/school move with the student when rostered. The Test Progress column is updated. Testing continues seamlessly.

The following Educator Portal processes are not recommended when a student moves to a new school after he/she begins testing.

NOT-Recommended			
Student Moves	Who's Responsible	NOT Recommended Process to Use	End Result
To a new school in the same district and the sending school exits the student.	Anybody with permissions to exit or enroll a student	If the receiving district/student uses the "Find Student" feature in the User Interface, and continues to activate the student in the UI, then...	<p>Testlets from sending school DO NOT MOVE with the student when rostered.</p> <p>The receiving district user MUST call the Service Desk to check for testlets taken at the sending school.</p>
To a new school in a different district and the sending district/school exits the student.			<div style="background-color: red; color: white; padding: 10px; text-align: center;"> <p>STOP: Do not activate the student using the "Find Student" feature in the User Interface.</p> </div>

NOTE: The three transfer methods are for students who started testing before moving. If the DAC/SAC can verify that the student did **NOT** start testing, then the DAC can use the "Find Student" feature in the User Interface. In Educator Portal: Settings – Students – Transfer Students.